

## ENVIRONMENTAL HEALTH SPECIALIST I

**Class Code: 558**

**Range: E/20**

**Definition:** Under general supervision, to perform a variety of duties involved in the inspection of private and public facilities to ensure compliance with public health regulations; to assist in providing effective education and training to the public.

**Distinguishing Features:** The Environmental Health Specialist I is the entry level in the class series. Incumbents perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern, with all but minor variations referred to the supervisor.

**Examples of Important and Essential Duties:** *The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:*

- ▼ Conduct inspections, investigations and enforcement actions related to environmental health regulations, laws and programs including communicable diseases, animal control, drinking water safety, sewage disposal, air quality, etc.
- ▼ Inspect and investigate a variety of establishments, including permanent and temporary restaurants, mobile units, commissaries, warehouses, public swimming pools and spas, RV parks, camps, public water supplies, sewage systems, schools, day cares, group-use facilities, travelers accommodations, etc., for compliance with regulatory and/or state construction standards.
- ▼ Investigate complaints and violations regarding a variety of environmental health hazards.
- ▼ Collect samples of water, food, sewage, etc., for laboratory analysis.
- ▼ Evaluate and/or design private water and sewage disposal systems for parties involved in real estate transactions; issue various related permits.
- ▼ Evaluate animal bites and recommend animal disposition and human treatment as appropriate.
- ▼ Respond to emergencies when expertise is needed concerning toxic spills, radiation accidents, forest fires and natural disasters; may act as a member of the Emergency Management Team.
- ▼ Assist in promoting public understanding of environmental health through consultative services, environmental education classes for businesses and the general public and preparation and distribution of informative publications.
- ▼ Prepare accurate and complete records of inspection and test results; prepares various reports, recommendations and diagrams; collect, evaluate and use data for implementing all program areas.
- ▼ Interact and communicate with physicians, attorneys, business and property owners, engineers, contractors, food service workers, school personnel, news media, government officials and agencies, etc. in the course of daily activities.

**Examples of Important and Essential Duties (cont.):**

- ▼ Operate a computer and various specialized equipment and instruments, including diagnostic and measuring devices.
- ▼ Attend workshops and training programs to stay abreast of new trends and innovations in the field of environmental health.

**Auxiliary Duties:**

*The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:*

- ▼ Answer the telephone; respond promptly to public inquiries and requests for assistance; makes referrals to other county departments and community agencies as appropriate.
- ▼ May conduct flood plain reviews of proposed development; reviews and interprets easements.
- ▼ Provide court testimony on sanitation issues as necessary.
- ▼ Perform related duties as assigned.

**Qualifications:**

**Minimum Qualifications:** A Bachelor of Science with the equivalent of 45 quarter hours of course work in environmental health or soil/physical sciences depending on program; internship or other experience in the environmental health or wastewater field preferred. Eligible to be registered as an Oregon Registered Environmental Health Specialist or trainee, or a Wastewater Specialist, depending on program, at time of appointment.

**Knowledge, Skills and Abilities:** Position requires knowledge of modern methods, principles, techniques and practices of environmental health and sanitation, and diseases associated with poor sanitary conditions; knowledge of landscape development, geology and soil science as they related to environmental health practices; modern office and record-keeping procedures and practices. Position requires ability to learn operations and services of an environmental health program; learn laws and regulations governing the sanitation programs of the state; learn to effectively investigate and report on compliance with standards, laws and regulations; work with public agencies, private corporations and the general public in the inspection and control of sanitary and environmental standards; compile, edit and report data associated with sanitation and disease control; promote awareness of environmental health and safety standards; interpret laws and regulations and apply them in the field; understand and use college mathematics to make algebraic and geometric calculations and measurements and to compile and analyze statistical data; learn to operate testing equipment and instruments, as well as a computer and other office machinery; understand and carry out oral and written directions; read and understand technical journals and reports, regulations and laws, maps, equipment manuals, technical diagrams, etc.; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; perform duties professionally in emergency, dangerous or volatile situations; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

**Special Requirements:** *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to perform moderately heavy physical tasks including walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy items. Tasks require minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Requires the ability to operate vehicles and tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Tasks require frequent exposure to extreme heat/cold or extreme weather conditions, strong odors and/or smoke, dust, pollen, strong and/or toxic materials, illness and/or sewage. Tasks require color, odor, depth and visual perception and discrimination, as well as oral communications ability.

**License or Certificate:**

Requires possession of a valid, appropriate Oregon driver's license and a good driving record.